

Promotion of Access to Information Act Manual

(in accordance with section 51 of the Promotion of Access to Information Act, No. 2 of 2000)

FOR

Allan Bagg Ministries International

(040/028)

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1. INTRODUCTION

Allan Bagg Ministries International is involved in preaching and teaching the word of God.

2. CONTACT DETAILS

The chairperson of the NPO is:

A.M. Bagg

Physical Address:

Section 3
Gants Centre Factory Road
Somerset west
7130

Postal Address:

Private Bag X 33
SOMERSET WEST 7129

Telephone:

021-853 7771

Fax:

021-853 7220

E-mail Address:

info@allanbaggministries.org

Website Address:

www.allanbaggministries.org

3. THE SECTION 10 GUIDE ON USING THE ACT

This Guide will be available from the S.A. Human Rights Commission at:

PAIA Unit
Research & Documentation Dept.
Private Bag 2700
Houghton
2041

Telephone: 011-484 8300

Fax: 011-484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

- *Basic Conditions of Employment Act No. 75 of 1997
- *Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- *Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- *Currency and Exchanges Act No. 9 of 1933
- *Copyright Act No. 98 of 1978
- *Employment Equity Act No. 55 of 1998
- *Harmful Business Practices Act No. 23 of 1999
- *Income Tax Act No. 95 of 1967
- *Labour Relations Act No. 66 of 1995
- *Occupational Health & Safety Act No. 85 of 1993
- *Promotion of Access to Information Act No. 2 of 2000
- *Protection of Businesses Act No. 99 of 1978
- *Regional Services Councils Act No. 109 of 1985
- *SA Reserve Bank Act No. 90 of 1989
- *Short Term Insurance Act No. 53 of 1998
- *Skills Development Levies Act No. 9 of 1999
- *Skills Development Act No. 97 of 1998
- *Unemployment Contributions Act No. 4 of 2002
- *Unemployment Insurance Act No. 63 of 2001
- *Value Added Tax Act No. 89 of 1991

5. ACCESS TO THESE RECORDS

5.1 The following information is freely available:

Advertisements
Brochures
Pamphlets
Quarterly Magazines

5.2 The following information must be requested as prescribed:

All correspondence in the normal running of the business
Minutes of Management Meetings
Minutes of Staff Meetings
NPO Registration Documents
Disciplinary Code, Procedure & Records
Grievance Procedure & Records
Contracts of Employment
Leave Register
Internal Correspondence
Sick Leave Register
Creditors List
Debtors List
Production Records
Sales Records
Annual Financial Statements
Asset Inventory
Budgets
Management Financial Statements
PAYE Records
Salary & Wage Register
Stock Records
UIF Records
Vouchers
WCA Records
Workshops & Seminars
Bargaining Council Records

5.3 The Formal Request Procedure:

5.3.1 Format of the request:

- When requesting a record, the requester must use the prescribed form. The request must be addressed as per Section 2 via: address, fax or per e-mail.
- Sufficient detail regarding which record is requested must be supplied in order to identify the record. The requester must also clearly identify himself. The requester must state which manner of access is needed and in which format his request must be answered.
- The requester must clearly state which right is sought to be exercised or to be protected and clearly explain why the requested record is required for the exercise/protection of that right.
- If a request is made on behalf of another person, the requester must submit proof of his capacity in which he is making the request. This proof must be to the satisfaction of the Organisation.

5.3.2 Fees:

- If a requester is requiring access to a record which contains information about himself — no fees are payable. For all other requests the requester must pay the prescribed fees:
- The Organisation will notify the requester (other than a personal requester) by notice, requiring him to pay the prescribed fee (if any), before further processing his request.
- The fee that the requester must pay to the Organisation is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the Organisation has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

6. OTHER PRESCRIBED INFORMATION

The Minister of Justice and Constitutional Development has not made any regulation in this regard.

7. AVAILABILITY OF THIS MANUAL

This manual will be available at the business address, at the South African Human Rights Commission (see point 3) or via the website (refer point 1).

8. PRESCRIBED FEES

- The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1.10 for every photocopy of an A4 size page or part thereof.
- The fees for reproduction referred to in regulation 11(1) are as follows:

	Description	Medium	R	
i	A4/A4 Partial	per page	1.10	Per Page
ii	A4/A4 Partial	Electronic/Printout	0.75	Per Page
iii	A4/A4 Partial	Compact Disc	70.00	
iv	Visual Images A4/A4 Partial	Transcript	40.00	Per Page
	Visual Images	Copy of	60.00	
v	Audio record A4/A4 Partial	Transcript	20.00	Per Page
	Audio record	Copy of	30.00	

- The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.
- The access fees payable by a requester referred to in regulation 11(3) are as follows:

	Description	Medium	R	
i	A4/A4 Partial	per page	1.10	Per Page
ii	A4/A4 Partial	Electronic/Printout	0.75	Per Page
iii	A4/A4 Partial	Compact Disc	70.00	
iv	Visual Images A4/A4 Partial	Transcript	40.00	Per Page
	Visual Images	Copy of	60.00	
v	Audio record A4/A4 Partial	Transcript	20.00	Per Page
	Audio record	Copy of	30.00	
vi	Search Fee to prepare for record disclosure		30.00	Per Hour/partial Hour

- For purposes of section 54(2) of the Act, the following applies:
 - Six hours as the hours to be exceeded before a deposit is payable; and
 - One third of the access fee is payable as a deposit by the requester.
- The actual postage is payable when a copy of a record must be posted to a requester.

9. PRESCRIBED FORMS

Attached

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head;

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

(a)	<i>A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</i>
(b)	<i>You will be notified of the amount required to be paid as the request fee.</i>
(c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
(d)	<i>If you qualify for an exemption of the payment of any fee please state the reason for the exemption</i>

Reason for exemption from payment of fees:

F. Form of access to record

<i>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</i>	
Disability:	Form in which record is required:
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form in which the record is available.</i></p> <p>(b) <i>Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>	

1. If the record is in written or printed form:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images *
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images*
3. If record consists of recorded words or information which <i>can be reproduced in sound</i>:			
<input type="checkbox"/>	Listen to soundtrack (cd)	<input type="checkbox"/>	Transcription of sound track* (written/printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from record*
<input type="checkbox"/>		<input type="checkbox"/>	Copy in computer readable form (cd)
*If you requested a copy of a record (above) do you wish the copy or transcription to be posted to you? Postage is payable	Yes		No

